

1630

**TWENTY-FOURTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE**

Annual Financial Report

**As of and for the Year Ended
December 31, 2008**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date

7/8/09

KEITH J. ROVIRA
Certified Public Accountant

**TWENTY-FOURTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana**

**Basic Financial Statements
and Independent Auditor's Report
As of and for the Year Ended
December 31, 2008**

C O N T E N T S

	Page <u>No.</u>
Independent Auditor's Report	1
Management's Discussion and Analysis	4
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Assets	9
Statement of Activities	10
Fund Financial Statements (Governmental Funds):	
Balance Sheet	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets	13
Statement of Revenues, Expenditures and Changes in Fund Balance	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	15
Notes to the Financial Statements	17
Required Supplementary Information (RSI):	
Budgetary Comparison Schedule - General Fund	31
Supplementary Information Schedule:	
Summary Schedule of Prior Year Audit Findings and Corrective Action Plan for Current Year Audit Findings	33
Other Required Reports:	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	35

KEITH J. ROVIRA
CERTIFIED PUBLIC ACCOUNTANT
3331 METAIRIE ROAD
METAIRIE, LA 70001-5297

1

(504) 831-4040

Fax (504) 831-4042
Email: ROVIRACPA@AOL.COM

INDEPENDENT AUDITOR'S REPORT

Twenty-Fourth Judicial District
Public Defender Office
Jefferson Parish, Louisiana

I have audited the accompanying basic financial statements of the Twenty-Fourth Judicial District Public Defender Office, as of and for the year ended December 31, 2008, which collectively comprise the basic financial statements of the Twenty-Fourth Judicial District Public Defender Office, as listed in the table of contents. These basic financial statements are the responsibility of the management of the Twenty-Fourth Judicial District Public Defender Office. My responsibility is to express an opinion on these basic financial statements based on my audit.

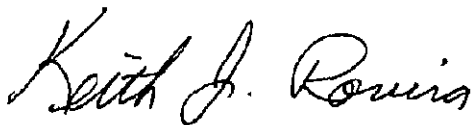
I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Twenty-Fourth Judicial District Public Defender Office as of December 31, 2008, and the results of operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated May 1, 2009, on my consideration of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations and contracts. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

The management's discussion and analysis and budgetary comparison information, as listed in the table of contents, are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information, and express no opinion on it.

My audit was prepared for the purpose of forming opinions on the basic financial statements that collectively comprise the Twenty-Fourth Judicial District Public Defender Office's basic financial statements. The supplementary information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Twenty-Fourth Judicial District Public Defender Office. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in my opinion is fairly stated in all material respects, in relation to the basic financial statements taken as whole.



Keith J. Rovira
Certified Public Accountant

May 1, 2009

MANAGEMENT'S DISCUSSION AND ANALYSIS

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Management's Discussion and Analysis
As of and for the year ended December 31, 2008

The Management's Discussion and Analysis (MD&A) of the Twenty-Fourth Judicial District Public Defender Office's financial performance presents a narrative overview and analysis of the financial activities for the year ended December 31, 2008. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the basic financial statements. The MD&A is an element of the new reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" issued June, 1999. Certain comparative information between the current year and prior year has been presented in the MD&A.

FINANCIAL HIGHLIGHTS

The minimum requirements for financial reporting on the Twenty-Fourth Judicial District Public Defender Office that was established by GASB No. 34 are divided into the following sections:

- (a) Management's Discussion and Analysis
- (b) Basic Financial Statements
- (c) Required Supplementary Information (other than MD&A)

Basic Financial Statements:

The basic financial statements present information for the Twenty-Fourth Judicial District Public Defender Office as a whole, in a format designed to make the statements easier for the reader to understand. The financial statements in this section are divided into the two following types:

- (1) Government-Wide Financial Statements, which include a Statement of Net Assets and a Statement of Activities. These statements present financial information for all activities of the Twenty-Fourth Judicial District Public Defender Office from an economic resources measurement focus using the accrual basis of accounting and providing both short-term and long-term information about the Twenty-Fourth Judicial District Public Defender Office's overall financial status.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Management's Discussion and Analysis
As of and for the year ended December 31, 2008

(2) Fund Financial Statements, which include a Balance Sheet and a Statement of Revenues, Expenses, and Changes in Fund Balance for the General Fund (a governmental fund). These financial statements present information on the individual fund of the public defender's office allowing for more detail. The current financial resources measurement focus and the accrual basis of accounting used to prepare these statements is dependent on the fund type. The public defender's office's only governmental fund is the General Fund. The statements in this section represent the short-term financing of general government.

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Assets
As of December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
Current assets	\$1,973,488	\$2,265,852
Capital assets	<u>53,153</u>	<u>7,460</u>
Total Assets	<u>2,026,641</u>	<u>2,273,312</u>
Current liabilities	105,373	132,590
Long-term liabilities	<u>62,035</u>	<u>59,449</u>
Total Liabilities	<u>167,408</u>	<u>192,039</u>
Net Assets:		
Invested in capital assets, net of debt	53,153	7,460
Unrestricted	<u>1,806,080</u>	<u>2,073,813</u>
Total Net Assets	<u>\$1,859,233</u>	<u>\$2,081,273</u>

Total Net Assets decreased \$222,040, or 10.7%, from the prior year, primarily due to decreases in revenue line-items for court costs, criminal justice bond fees and interest earnings.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Management's Discussion and Analysis
As of and for the year ended December 31, 2008

The public defender's office does not have any "restricted" net assets. It does have "unrestricted" net assets, and those are net assets that do not have any limitations on what these amounts may be used for.

Statement of Revenues, Expenditures and
Changes in Fund Balance
For the years ended December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
Revenues	\$3,195,125	\$3,456,391
Expenditures	<u>3,410,272</u>	<u>3,193,783</u>
Net Change in Fund Balance	<u>\$(215,147)</u>	<u>\$262,608</u>

During the year, total revenues decreased \$261,266, or 7.6%, and total expenditures increased \$216,489, or 6.8%. The decrease in total revenues is mostly due to reductions from the prior year amounts of court costs, criminal justice bond fees and interest earnings. The increase in total expenditures is primarily due to increases in attorney fees.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets:

The public defender's office had \$94,090 invested in office furniture and equipment at year end. This amount represents the original purchase price of the capital assets. Accumulated depreciation on these capital assets totaled \$40,937, which brings the net book value of these assets to \$53,153 at year end.

Debt and Long-Term Liabilities:

The public defender's office had no debt outstanding at year end. However, it did have long-term liabilities totaling \$62,035, all of which were accrued annual and sick leave outstanding at year end.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Management's Discussion and Analysis
As of and for the year ended December 31, 2008

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The district public defender's office considered the following factors and indicators when setting up its 2009 budget: (1) court costs revenue are anticipated to come in about the same as 2008; (2) grant money received from the Louisiana Public Defender Board is expected to come in relatively the same from prior year amounts; (3) all other revenues are not expected to change appreciably; (4) total expenditures are expected to be relatively the same year over year. The district public defender's office fully expects to meet its budgetary needs for 2009.

The district public defender's office will be required to change its legal and reporting year-end to June 30th, beginning July 1, 2009. This means that there will be a "short" year representing the six-month period beginning on January 1, 2009 and ending on June 30, 2009. After this period, the new fiscal year will begin on July 1, 2009 and end on June 30, 2010. The necessary budgets have been adopted to cover the new fiscal reporting period.

CONTACTING THE PUBLIC DEFENDER OFFICE

This financial report is designed to provide the citizens, taxpayers, investors and creditors with a general overview of the public defender's office's finances, and to show accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact Mr. Richard M. Thompson, District Public Defender, 848 2nd Street, 3rd Floor, Gretna, LA 70053, or by telephone at 504-364-2824.

BASIC FINANCIAL STATEMENTS
(GOVERNMENT-WIDE FINANCIAL STATEMENTS)

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Statement of Net Assets
December 31, 2008

ASSETS**Current Assets**

Cash (Note B)	\$1,968,357
Other receivables	<u>5,131</u>

Total Current Assets	<u>1,973,488</u>
----------------------	------------------

Noncurrent Assets

Capital assets (net of depreciation) (Note C)	<u>53,153</u>
---	---------------

Total Noncurrent Assets	<u>53,153</u>
-------------------------	---------------

TOTAL ASSETS	<u>2,026,641</u>
--------------	------------------

LIABILITIES**Current Liabilities**

Payroll deductions	15,874
--------------------	--------

Deferred revenue received from:	
---------------------------------	--

Louisiana Public Defender	
---------------------------	--

Board for:	
------------	--

Information technology fund	\$ 5	
-----------------------------	------	--

Drug court diversion	<u>12,500</u>	12,505
----------------------	---------------	--------

Jointly paid transcript fees (Note J)	<u>76,994</u>
---------------------------------------	---------------

Total Current Liabilities	<u>105,373</u>
---------------------------	----------------

Noncurrent Liabilities

Accrued annual & sick leave payable (Note A.7 & F)	<u>62,035</u>
--	---------------

Total Noncurrent Liabilities	<u>62,035</u>
------------------------------	---------------

TOTAL LIABILITIES	<u>167,408</u>
-------------------	----------------

NET ASSETS

Invested in capital assets, net of related debt	53,153
---	--------

Unrestricted	<u>1,806,080</u>
--------------	------------------

TOTAL NET ASSETS	<u>\$1,859,233</u>
------------------	--------------------

The accompanying notes are an integral part of this statement.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Statement of Activities
For the Year Ended December 31, 2008

EXPENSES**Governmental Activities:**

Attorneys' fees	\$2,844,272
Salaries and related benefits	230,718
Other professional services	205,798
Operating services	121,429
Depreciation	<u>14,948</u>

Total Expenses 3,417,165

GENERAL REVENUES

Court costs	2,323,069
Bail bond forfeitures and license fees	233,992
Criminal justice bond fee	22,981
Intergovernmental revenue -	
Grant - Louisiana Public Defender Board	469,259
Application fees	46,812
Drug court diversion program	20,000
Interest earnings	49,259
Other revenue	<u>29,753</u>

Total General Revenues 3,195,125

Change in Net Assets (222,040)

Net Assets at Beginning of Year 2,081,273

Net Assets at End of Year \$1,859,233

The accompanying notes are an integral part of this statement.

BASIC FINANCIAL STATEMENTS
(FUND FINANCIAL STATEMENTS)

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Balance Sheet
General Fund - Governmental Fund
December 31, 2008

ASSETS

Cash	\$1,968,357
Other receivable	<u>5,131</u>
TOTAL ASSETS	<u>\$1,973,488</u>

LIABILITIES AND FUND BALANCE

Current Liabilities:

Payroll deductions	\$ 15,874
Deferred revenue received from:	
Louisiana Indigent Defense	
Assistance Board for:	
Information technology fund	\$ 5
Drug court diversion	<u>12,500</u> 12,505
Jointly paid transcript fees	<u>76,994</u>
Total Liabilities	<u>105,373</u>

Fund balance:

Unreserved-undesignated	<u>1,868,115</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,973,488</u>

The accompanying notes are an integral part of this statement.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Assets
December 31, 2008

Total Fund Balance - Governmental Fund \$1,868,115

Amounts reported for governmental activities
in the Statement of Net Assets are different
because:

Capital assets (\$53,153) and accrued annual
and sick leave (\$62,035) are used in
governmental activities and are not current
financial resources, therefore, they are
not reported in the Governmental Funds
Balance Sheet

(8,882)

Total Net Assets of Governmental Activities \$1,859,233

The accompanying notes are an integral part of this statement.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
 Jefferson Parish, Louisiana
 Statement of Revenues, Expenditures
 and Changes in Fund Balances
 General Fund - Governmental Fund
 For the Year Ended December 31, 2008

REVENUES

Court costs	\$2,323,069
Bail bond forfeitures and license fees	233,992
Criminal justice bond fee	22,981
Intergovernmental revenue:	
Grant - Louisiana Public Defender Board	469,259
Application fees	46,812
Drug court diversion program	20,000
Interest earnings	49,259
Other revenue	<u>29,753</u>
 Total Revenues	 <u>3,195,125</u>

EXPENDITURES

Attorneys' fees	2,844,272
Salaries and related benefits	237,440
Other professional services	205,798
Operating services	121,429
Capital outlay	<u>1,333</u>
 Total Expenditures	 <u>3,410,272</u>

Net Change in Fund Balance	<u>(215,147)</u>
----------------------------	------------------

Fund Balance at Beginning of Year	\$2,133,262	
Trial court transcript fees (Note J)	<u>(50,000)</u>	2,083,262
Fund Balance at End of Year		<u>\$1,868,115</u>

The accompanying notes are an integral part of this statement.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balance
to the Statement of Activities
For the Year Ended December 31, 2008

Net Change in Fund Balance - Governmental Funds	\$(215,147)
---	-------------

Amounts reported for governmental activities
in the Statement of Activities are different
because:

Governmental funds report capital asset additions as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense; in addition, the change in accrued annual and sick leave for the year is also a component in the difference between the change in net assets and the change in fund balance.	<u>(6,893)</u>
---	----------------

Change in Net Assets of Governmental Activities	\$ <u>(222,040)</u>
---	---------------------

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

INTRODUCTION

NEW LEGISLATION

Effective August 15, 2007, Act 307 of the 2007 Louisiana Legislative Session, transferred all of the same duties, functions and powers of state Indigent Defender Boards to separate and individual District Public Defenders and their offices. District public defenders will continue to provide counsel to represent indigents in criminal cases at the district court level. The judicial district encompasses Jefferson Parish, Louisiana.

For the twenty-fourth judicial district, revenues received for the public defender office's operations are provided primarily from court costs on fines imposed by the various courts within the district. The public defender offices, that have a need for funding, also receive monies from a grant-in-aid program intended to supplement financial assistance in felony cases.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Basis of Presentation

The accompanying basic financial statements of the Twenty-Fourth Judicial District Public Defender Office have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Twenty-Fourth Judicial District Public Defender Office has adopted the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. In this regard, the public defender's office will be treated as a governmental-type activity for financial reporting purposes in this audit. The minimum requirements for the public defender's office established by GASB Statement No. 34 are divided into the following sections: (a) Management's Discussion and Analysis, (b) Basic Financial Statements, and (c) Required Supplementary Information (other than MD&A).

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The accompanying financial statements of the Twenty-Fourth Judicial District Public Defender Office present information only as to the transactions of the programs of the public defender's office as authorized by Louisiana statutes and administrative regulations. Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting. Therefore, court costs, bail bond forfeitures and licenses fees, application fees, interest, and other revenues of the public defender's office are recognized in the accounting period in which they are earned and become measurable.

Expense Recognition

Expenses are also recognized on the full accrual basis of accounting. Therefore, attorneys' fees, salaries, professional services, operating services and other expenses are recognized in the period incurred, if measurable.

2. Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the district public defender office is a part of the district court system of the State of Louisiana. However, the state statutes that create the public defender office also give each district public defender control over all of their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for funding deficits and operating deficiencies, and fiscal management for controlling the collection and disbursement of funds. Therefore, the public defender's office reports as an independent reporting entity and the financial statements include only the transactions of the Twenty-Fourth Judicial District Public Defender Office. Furthermore, the Jefferson Parish Council does not include the Public Defender Office as a component unit in its comprehensive annual financial report.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Fund Accounting

The district public defender uses a fund (General Fund) to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

The district public defender's General Fund is classified as a governmental fund. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of capital assets. The General Fund, as provided by Louisiana Revised Statute 47:1906, is the only fund of the district public defender and accounts for the operation of the office. General operating expenditures are paid from this fund.

4. Budgets

The original budget was proposed, advertised and made available for public inspection at the Gretna office of the district public defender's office on December 5, 2007. The budget was prepared on the accrual basis of accounting and, after a public hearing, was adopted on December 21, 2007.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

The 2008 original budget was amended and advertised in the official journal of the parish, and was subsequently adopted. All appropriations contained in the budget lapse at year end.

5. Cash

Cash includes amounts in an interest bearing demand deposit account. Under state law, funds may be deposited into demand deposit accounts, interest

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

bearing demand deposit accounts, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

6. Capital Assets

Capital assets are recorded at either historical cost or estimated historical cost and are depreciated over their estimated useful lives (excluding salvage value). Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives: office furniture and equipment - 5 years; telephone system - 10 years. Capital assets are reported net of their accumulated depreciation on the Statement of Net Assets in the financial statements section of this audit report.

7. Compensated Absences (Vacation and Sick Leave)

Full-time employees of the district public defender's office earn and accumulate vacation and sick leave at various rates, depending on their length of service. All full-time employees may carry a maximum of 90 days of unused vacation leave from one calendar year to another. Upon separation from employment, and provided that certain conditions have been met as set forth in the policy adopted by the district public defender's office, employees are paid for all unused vacation leave at the hourly rates of each applicable employee.

All full-time employees earn one-half day of sick leave each biweekly pay period worked. There is no limit on the amount of sick leave that may be accumulated and carried forward from one year to the next. Upon separation from employment, employees who were hired before April 26, 1986, receive compensation for one-half of all unused sick leave remaining at the time of separation. Employees hired on or after April 26, 1986, receive compensation for no more than 40 days of unused sick leave.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The liability that the district public defender's office has to its employees for accumulated vacation and sick leave is calculated by multiplying the applicable pay rate for each employee by the number of hours of leave time eligible for compensation at year-end. The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as an expense in the current year.

8. Long-term Obligations
The only long-term obligations were for accrued annual and sick leave benefits for employees.
9. Encumbrances
Encumbrance accounting is not utilized by the district public defender's office due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.
10. Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE B - CASH

At December 31, 2008, the carrying amounts (book balances) of cash of the district public defender's office is as follows:

Cash in an interest bearing checking account	\$1,967,957
Petty cash	<u>400</u>
Total	<u>\$1,968,357</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2008, the office had \$2,081,297 in bank balances. These deposits were secured from risk by \$250,000 of federal deposit insurance and \$2,348,029 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district public defender that the fiscal agent has failed to pay deposited funds upon demand.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE C - CAPITAL ASSETS

The capital assets used in the governmental-type activities are included on the Statement of Net Assets of the district public defender's office and are capitalized at historical cost. Depreciation of all exhaustible capital assets used by the office is charged as an expense against operations. Accumulated depreciation is reported on the Statement of Net Assets. Depreciation expense for financial reporting purposes is computed using the straight-line method over the useful lives of the capital assets and is reported in the Statement of Activities.

A summary of changes in capital assets and accumulated depreciation during the year is listed as follows:

	Balance 12/31/07	Additions	Deletions	Balance 12/31/08
<u>Capital Assets</u>				
Office furniture and equipment	\$33,449	\$60,641	-	\$94,090
Total	<u>\$33,449</u>	<u>\$60,641</u>	<u>-</u>	<u>\$94,090</u>
<u>Less Accumulated Depreciation for -</u>				
Office furniture and equipment	\$25,989	\$14,948	-	\$40,937
Total	<u>\$25,989</u>	<u>\$14,948</u>	<u>-</u>	<u>\$40,937</u>

NOTE D - PENSION PLAN

All full-time employees of the public defender's office are members of the Parochial Employees Retirement System of Louisiana (System), a multiple-employer (cost-sharing), public employee retirement system. The plan is controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees are members of Plan A.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE D - PENSION PLAN (CONTINUED)

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of credited service, or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of the member's final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only, prior to January 1, 1980, the benefit is equal to one per cent of the final-average salary plus \$24 for each year of supplemental plan only service earned prior to January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Funding Policy

Under Plan A, members of the System are required to contribute 9.50% of their annual covered salary and the board is required to make employer contributions at an actuarially determined rate. The employer's contribution rate for the year ended December 31, 2008 is 12.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE D - PENSION PLAN (CONTINUED)

the salaries of the active members of each plan. The contribution requirements of plan members and the board are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

Employer contributions to the System under Plan A for the years ended December 31, 2008, 2007, and 2006 were \$23,145, \$23,292, and \$19,295, respectively, and these amounts equaled the required contributions for each year.

NOTE E - LEASES

Operating leases are all leases that do not meet the criteria of capital leases.

Effective April 1, 2008, a new lease agreement for the same office space was entered into for a period of 5 years at a rental rate of \$3,750 per month. Lease payments under this lease will end on March 31, 2013.

In December, 2006, the previous IDB entered into a noncancellable lease for copier equipment. Monthly lease payments are \$509 for 36 months.

The total minimum annual commitments under all noncancelable operating leases are as follows:

<u>Year Ended</u>	<u>Amount</u>
December 31, 2009	\$50,599
December 31, 2010	45,000
December 31, 2011	45,000
December 31, 2012	45,000
December 31, 2013	<u>11,250</u>
Total	<u>\$196,849</u>

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE F - COMPENSATED ABSENCES AND LONG-TERM OBLIGATIONS

At December 31, 2008, employees of the office had accumulated and vested vacation and sick leave benefits, which were computed in accordance with GASB Codification Section C60. This amount is recorded within the general long-term obligations account group and is summarized as follows:

Balance, December 31, 2007	\$59,449
Additions	23,073
Deletions	<u>(20,487)</u>
Balance, December 31, 2008	<u>\$62,035</u>

There were no other long-term obligations during the year.

NOTE G - LITIGATION AND CLAIMS

As of December 31, 2008, no liability is required to be accrued in the basic financial statements of the public defender's office under the provisions of GASB Codification Section C50.

NOTE H - OFFICE COSTS NOT INCLUDED IN THE FINANCIAL STATEMENTS

The accompanying financial statements do not include costs for office space and utilities for the office on the eastbank of the Mississippi River in Jefferson Parish's First Parish Court, nor for the office on the westbank in the Parish's Juvenile Court.

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE I - GOVERNMENTAL FUND REVENUES AND EXPENDITURES

For the year ended December 31, 2009, the major sources of governmental fund revenues and expenditures were as follows:

Revenues:

State Government

Appropriations - general	-	
Appropriations - special	-	
Revenue sharing	-	
Grants	\$469,259	
On-behalf payments	-	
Other	-	
Total	-	\$469,259

Local Government

Appropriations - general	-	
Appropriations - special	-	
Grants	-	
Statutory fines, forfeitures, fees, court costs, and other	2,676,607	
Taxes - millages, sales, special, etc.	-	
Criminal court fund	-	
On-behalf payments	-	
Other	-	
Total	-	2,676,607

Federal Government

Grants - direct	-	
Grants - indirect (passed-through)	-	
Total	-	-

Other Grants and Contributions

Non-profit organizations	-	
Private organizations	-	
Corporate	-	
Other	-	
Total	-	-

Charges for Services

-

Investment earnings

49,259

Miscellaneous

-

Total Revenues

\$3,195,125

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE I - GOVERNMENTAL FUND REVENUES AND EXPENDITURES (CONTINUED)

Expenditures:

Personnel Services and Benefits

Salaries	\$204,365	
On-behalf payments - salaries	-	
Retirement contributions	23,145	
On-behalf payments - retirement	-	
Insurance	7,043	
On-behalf payments - insurance	-	
Payroll taxes	1,317	
Other	<u>1,571</u>	
Total		\$237,441

Professional Development

Dues, licenses and registrations	16,027	
Travel	2,932	
Other	<u>-</u>	
Total		18,959

Operating Costs

Library and research	13,663	
Contract services - attorneys/legal	2,844,272	
Contract services - other	205,798	
Lease - office	43,000	
Lease - autos and other	7,347	
Travel - transportation	-	
Travel - other	-	
Insurance	3,654	
Supplies	13,143	
Repairs and maintenance	9,157	
Utilities and telephone	12,505	
Other	<u>-</u>	
Total		3,152,539

Debt Service

-

Capital Outlay

1,333

Total Expenditures	<u>\$3,410,272</u>
---------------------------	---------------------------

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Notes to the Financial Statements
December 31, 2008

NOTE J - COOPERATIVE ENDEAVOR AGREEMENT - TRANSCRIPT FEES

On October 29, 2008, resolution number 111218 was passed by the Jefferson Parish Council. This resolution established a cooperative endeavor agreement between Jefferson Parish and the Twenty-Fourth Judicial District Public Defender's Office. The agreement stipulated that Jefferson Parish and the Twenty-Fourth Judicial District Public Defender's Office would each contribute \$50,000 to an account for a grand total of \$100,000. These funds would be held and maintained by the district public defender's office, and would be used solely toward offsetting the costs for the transcription of court proceedings in the Twenty-Fourth Judicial District Court related to the appeals of indigent defendants.

As a result, the \$50,000 portion from the district public defender's office was separated from its Fund Balance and a current liability line-item account was set up on the Statement of Net Assets and titled "Jointly Paid Transcript Fees." The balance in the account at any time represents the two \$50,000 contributions, totaling \$100,000, minus the total amount of payments made for transcript fees by the two parties of this agreement. At December 31, 2008, the total "net" balance remaining in the account line-item was \$76,994.

REQUIRED SUPPLEMENTARY INFORMATION (RSI)

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Combined Statement of Revenues, Expenditures
and Changes in Fund Balance -
Budget (GAAP Basis) and Actual
General Fund
For the Year Ended December 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Using Final</u> <u>Budget</u> <u>Positive</u> <u>(Negative)</u>
REVENUES				
Court costs	\$2,477,500	\$2,311,000	\$2,323,069	\$12,069
Bail bond forfeit. & license fees	400,000	252,000	256,973	4,973
Intergovernmental Revenue (Grants):				
Louisiana Public Defender Board	-	470,000	469,259	(741)
Juvenile court attorneys	41,194	30,000	29,753	(247)
Drug court diversion	20,000	20,000	20,000	-
Interest earnings	120,725	46,300	49,259	2,959
Application fees	<u>45,000</u>	<u>45,000</u>	<u>46,812</u>	<u>1,812</u>
Total Revenues	<u>3,104,419</u>	<u>3,174,300</u>	<u>3,195,125</u>	<u>20,825</u>
EXPENDITURES				
Attorneys' fees	2,923,235	2,844,276	2,844,272	4
Salaries and related benefits	231,830	231,830	237,440	(5,610)
Other professional services	238,920	243,920	205,798	38,122
Operating services	118,226	125,725	121,429	4,296
Capital outlay	<u>6,600</u>	<u>2,500</u>	<u>1,333</u>	<u>1,167</u>
Total Expenditures	<u>3,518,811</u>	<u>3,448,251</u>	<u>3,410,272</u>	<u>37,979</u>
Excess (Deficiency) of Revenues over Expenditures	(414,392)	(273,951)	(215,147)	58,804
Fund Balance at Beginning of Year	<u>2,133,262</u>	<u>2,083,262</u>	<u>2,083,262</u>	<u>-</u>
Fund Balance at End of Year	<u>\$1,718,870</u>	<u>\$1,809,311</u>	<u>\$1,868,115</u>	<u>\$58,804</u>

The accompanying notes are an integral part of this statement.

SUPPLEMENTARY INFORMATION SCHEDULE

TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
Jefferson Parish, Louisiana
Supplementary Information Schedule
Summary Schedule of Prior Audit Findings and
Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2008

I have audited the accompanying basic financial statements of the Twenty-Fourth Judicial District Public Defender Office as of and for the year ended December 31, 2008, and have issued my report thereon dated May 1, 2009. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. My audit of the financial statements as of December 31, 2008, resulted in an unqualified opinion.

Section I - Summary of Auditor's Report and Findings

There were no material weaknesses in internal control and no other reportable conditions which required disclosure in this audit report.

There were no instances of noncompliance that were required to be reported in this audit report.

There were no findings required to be reported and no management letter was issued for the current audit period.

The Twenty-Fourth Judicial District Public Defender Office did not receive any federal funds during the twelve months ended December 31, 2008.

Contact Person:
Mr. Richard M. Tompson
District Public Defender
848 2nd Street, 3rd Floor
Gretna, LA 70053
504-364-2824

OTHER REQUIRED REPORT

KEITH J. ROVIRA
CERTIFIED PUBLIC ACCOUNTANT
3331 METAIRIE ROAD
METAIRIE, LA 70001-5297

35

(504) 831-4040

Fax (504) 831-4042
Email: ROVIRACPA@AOL.COM

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Twenty-Fourth Judicial District
Public Defender Office
Jefferson Parish, Louisiana

I have audited the financial statements of the Twenty-Fourth Judicial District Public Defender Office, as of and for the year ended December 31, 2008, and have issued my report thereon dated May 1, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a

control deficiency, or combination of control deficiencies, that adversely affects the public defender's ability to initiate, authorize, record, process, or report financial data reliably in accordance with general accepted accounting principles such that there is more than a remote likelihood that a misstatement of the public defender's financial statements that is more than inconsequential will not be prevented or detected by the public defender's internal control.

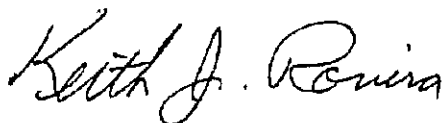
A material weakness is a significant deficiency, or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the public defender's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As a part of obtaining reasonable assurance about whether the Twenty-Fourth Judicial District Public Defender Office's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, and the State of Louisiana Legislative Auditor, and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Rovira
Certified Public Accountant

May 1, 2009